

Maine Department of Education

Consolidated Application Website

Instructions for the Carl D. Perkins Career and Technical Education Annual Progress Report/Application

April 2012



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Basics

Technical Support

Technical Support Help Desk hours are 8am to 4pm Monday-Friday.

GEM Software Development Inc.

P.O. Box 623

West Kennebunk, ME 04094

207-985-8802

support@gemsoftwaredevelopment.com

System Requirements

The CTE Application software has been tested on Windows, Macintosh, and Linux computers and popular web browsers (including Internet Explorer and FireFox) and works well on any and all of these systems/applications.

You should use the latest version of your preferred browser. Older versions may impact how the website is viewed. Additionally, features in current versions provide increased security and ease of use.

Navigating within a Form

To enter information/numbers into the various forms, place the cursor in the area of the form you want to write to and click the mouse. To move to the next field in a form, press the Tab key or click the mouse pointer in the field. To go back to the last field, press Shift+Tab or click the mouse pointer in the field.

Posting Information to the Website

This program is designed to post information you enter to a common website for use by the MDOE.

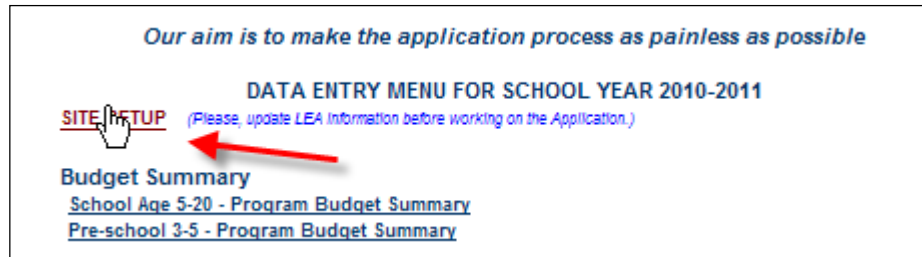
Information you post on this website is not saved to your local computer but to a remote server. When you post information (by clicking the Post/Update button), you are transmitting and saving the information to the server. Post/Update is to a web-based application as Save is to a computer application

Pop-Up Windows for Help Menus and Data

When you click on a Help button a new "pop-up" window appears. A pop-up window is a separate, smaller window in the foreground of your work that contains useful information (usually instructions or data pertaining to the section you're working on). Pop-up windows allow you access to specific information without losing your place. In most cases, the Help menus are "context sensitive" meaning they show information specific to the section you are working on. The pop-up window can be closed by clicking the "X" in the top right corner or by clicking the "CLOSE" link at the bottom of the pop-up.

Links

A link is a mechanism that takes you to a specific place in the application. Links are underlined. In these applications you can determine whether an item is a link by moving the mouse pointer over the item. If the pointer changes to a hand as in the figure below, the item is a link. On the illustration below, for example, clicking on the [SITE SETUP](#) link will take you to the Site Setup screen.



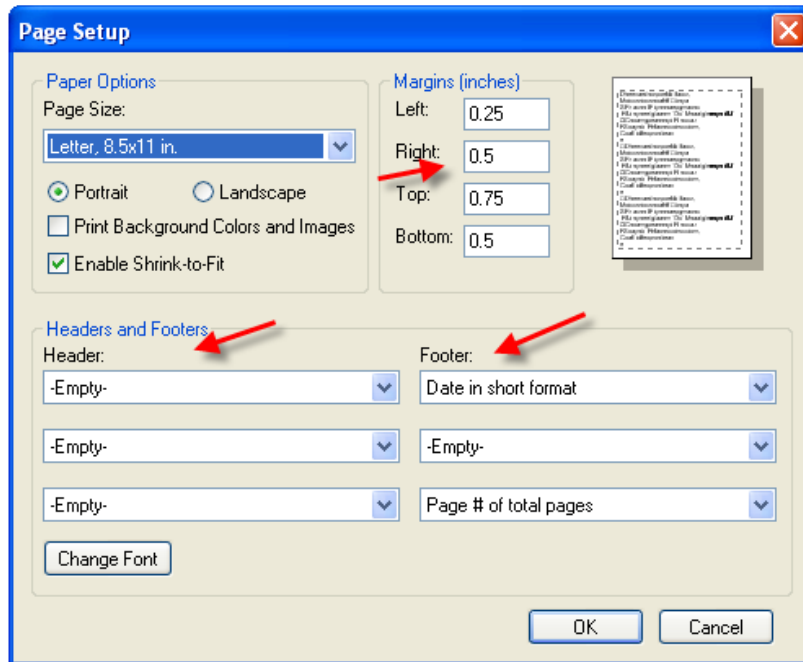
Online Form Design

These applications use Online Forms to collect data. These forms contain fields that are set up to assist you in entering information. The application uses the following four types of fields:

- Text Boxes, which allow you to enter text by using the keyboard.
- Drop-down Lists, which allow you to select an option from a pre-defined list. Click on the item you want and it will appear in the proper place. In instances where there are lists inside other lists a small arrow will appear on the right side of the dropdown box. Put the mouse over that arrow to view that list.
- Radio buttons, which allow you to select one item from a group of options.
- Check boxes, which allow you to select one (or more) items from group.

Printing

Printing pages from the website works just like printing any other page. It varies according to the browser being used. Typically you can either click the PRINT icon in the browser toolbar, or you can select File, Print from the menu bar. NOTE: You may want to set your printer margins to ½" instead of the standard browser default of ¾" (Select File, Page Setup from the menu bar) or by printing at a reduced size (i.e. 95%). Note: The contents of the top and bottom of your printed documents will vary depending on how your browser is set up. By clicking on File Page Setup you can see the settings currently in your browser. The arrows on the figure below show where to change your Margins, Header, and Footer information.



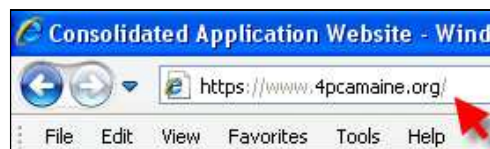
Formatting Text that you Enter

Unfortunately the normal tools you use to format your work do not work in an online document. However, you can format an online document by using the following HTML codes.

- Bold - type before the text, and at the end of the bold text
- Underline – type <U> before the text, and </U> at the end of the underlined text
- Italics - type <i> before the text, and </i> at the end of the italicized text
- To center a statement – type <center> before the text, and </center> at the end of the centered statement
- To change the color of text – type before the text, and at the end of the section you want to color. (Color can be most any common color name, e.g., red, blue, orange, brown, gold, green, etc.)

Website Address (URL)

To get started, open your web browser to the Department of Education's Consolidated Application Welcome page by typing <https://www.4pcamaine.org> in your address bar as shown below. The “s” in the https indicates that this is a secure site. Once you type in the address push the enter button and it will take you to the welcome or Home Page shown on the next page.



Note: We strongly recommend you add this page to your favorites. That way you don't have to keep entering the URL. To add it to your favorites in Internet Explorer, use the Favorites menu command. Click Favorites then click Add to Favorites to add this page.

Logging In

Click on the link under Carl D. Perkins Career and Technical Education Act of 2006 to be brought to the login screen for your application.



Maine Department of Education Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website. This is the starting point for applying for federal and state funding and for requesting reimbursement for the programs listed below. Our aim is to make the application and reimbursement process as painless as possible.

[To Federal Grant Reimbursement System](#)

[To 21st Century Community Learning Center RFP](#)

No Child Left Behind Consolidated Application*

- [School Year 2010-11 Performance Report](#)
- [FY2012 Application](#)

No Child Left Behind Individual Titles

- [Title IC - Migrant Education](#)
- [Title III Archive](#)
- [Title VI Rural Low-Income Application and Performance Report](#)

Special Education Programs under IDEA Part B

- [FY2011 Local Entitlement Year End Reports](#)
- [FY2012 Local Entitlement Application](#)

Child Development Services (CDS) programs under IDEA Parts B and C.

- [FY2011 Application Review](#)
- [FY2012 Annual Entitlement Application](#)

Carl D. Perkins Career and Technical Education Act of 2006

- [FY2011 Performance Report and FY2012 Application](#)

[Maine Adult Education Programs](#)

[Non-public School Login](#)

Initially this web site was developed with funding from the U.S. Department of Education, Office of Special Education Programs (OSEP), IDEA General Supervision Enhancement Grant (Contract #H84326 X020020).

Any opinions, findings, conclusions, or recommendations expressed are those of the authors and do not necessarily reflect the views of the U.S. Department of Education or any agency of the US Government.

* Titles included in the Consolidated Application

- Title IA - Basic Disadvantaged
- Title IIA - Teacher Quality
- Title IID - Ed Tech (Technology)
- Title III - ESL/Bilingual Programs
- Title IVA - Safe & Drug Free Schools & Communities Act
- Title V - Innovative Education



Project management and custom programming by
[GEM School Software, Inc.](#)

Below is a picture of the login screen. Enter the Login/Username and PIN/Password you were provided. Your Login and PIN are case sensitive meaning that you must use capital and lowercase letters where specified.



Maine Department of Education
Application Website



Career and Technical Education (CTE) Application
Please Enter Login and Password to Access your Account

Login/Username:

PIN/Password:

The Login and PIN ARE CASE SENSITIVE.

Note: If your login or PIN has an underscore in it as in Pine_Valley you must hold down the shift key when you make the underscore. Having your keyboard "Caps Lock" on will not achieve the desired results.

Once you login you will be taken to the screen shown below. This is the starting point for completing your Perkins grant application, Annual Progress Report, or Encumbered Obligations Report.

Data Entry Menu



Maine Department of Education
Consolidated Application
Career and Technical Education
Program Year: 2012-2013
Fiscal Year: 2013



Blue Menu Bar

[TO APPLICATION SUBMISSION](#) [TO PREVIOUS APPLICATIONS](#) [TO REFERENCE LIBRARY](#) [LOG OUT](#)

Your login is: Joe Builderback Sr., Pine Valley Technology Center

Allocation: \$150,000 **ESTIMATE!**

Welcome to the Vocational and Technical Education Application Website. The site is to be used in requesting approval for Assistance Under Title I, Part C of the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 105-332).

Our aim is to make the application process as painless as possible.

DATA ENTRY PAGE

1

[Instructions for installing ieSpell for Internet Explorer -- Do this first](#)

[Setup Site Information -- Complete this section second](#)

2

[Annual Progress Report](#) **(***For FY2012, Program Year 2011-2012***)**

[Encumbered Obligations Report](#) **(***For FY2012, Program Year 2011-2012***)**

FY2013 CARL D. PERKINS GRANT

II. Description of Programs

- A. [Site Profile](#)
- B. [Administration Plan](#)
- C. Academic Attainment / Credential, Certificate or Degree
 - [Academic Integration Questions A - D](#)
 - [Curriculum Development Questions E & F](#)
- D. Placement
 - [Secondary/Postsecondary Articulation Questions A-C](#)
 - [Secondary/Postsecondary Articulation Questions D & E](#)
 - [Articulation Agreement Table Step #1: Select CTE Programs](#)
 - [Articulation Agreement Table Step #2: Provide Information](#)
 - [Secondary/Postsecondary Articulation Questions G-I](#)
 - [Placement Question J](#)
 - [Placement Question K](#)
 - [Placement Questions L & M](#)
- E. Services for Special Populations
 - [Questions A and B](#)
 - [Question C](#)
 - [Questions D and E](#)
 - [Question F](#)
- F. [Preparation for Nontraditional Careers](#)
- G. Completion/Graduation/School Retention and Transfer
 - [Other Title I\(c\) Activities Question A](#)
 - [Program Improvement Questions B-D](#)
 - [Existing Program Development/Enhancement](#)
 - [Question E](#)
 - [Question F](#)
 - [Question G](#)
 - [New Program Development Question H](#)
 - [New Program Implementation Question I](#)
 - [One -Year Old Program Update Question J](#)
- H. Collaboration Plan
 - [Question A](#)
 - [Question B](#)
 - [Questions C-F](#)
- I. Evaluation
 - [Question A](#)
 - [Question B](#)
 - [Questions C-G](#)
 - [Question H](#)
- J. Skill Attainment
 - [Questions A-C](#)
 - [Question D](#)
 - [Questions E & F](#)
- K. Technology Improvement
 - [Question A](#)
 - [Question B](#)
 - [Question C](#)
 - [Question D](#)
- L. Professional Development Plans
 - [Question A](#)
 - [Question B](#)
 - [Question C](#)
 - [Question D](#)
 - [Question E](#)
 - [Question F](#)
- M. [Accountability](#)

III. [Budget Summary](#) (Activity Budgets must equal the Allocation)

IV. [Equipment Purchases \(135-4\)](#) (Activities who's expenditures include 6150 Minor Equipment or 7300 Equipment)

V. [Workforce Education Annual Status Checklist](#)

VI. [Center/Region Advisory Meeting Report \(AMR\) Menu](#)

[REPORT FORMATTED FOR PRINTING](#)

[Project/Budget Adjustment Report](#)

[Summary of Adjusted Budgets](#)

STEP ONE: Install ieSpell for Internet Explorer

Clicking this link will bring up a new page with instructions for completing the install of ieSpell.

STEP TWO: Site Setup

Complete or Edit your CTE Site information. As indicated in the screen shot below, this is where you change important contact information related to your application/performance report etc. Any emails going out from MDOE will be sent to the email address shown here. Also, if you want to change your current Login and Password you do it here. Please make sure you click the **Post Update** button and the **Update Login\Password** buttons before you leave the screen.

Voc Site Setup Form

Voc Site Name: Pine Valley Technology Center

Address: Technology Ave
Pine Valley ME 04556

Application Coordinator: Joe Builderback Sr.
Title: Assistant Director
Email: gseekins@usaed.net
Phone: 207.555.6001 ext 5
Fax: 207.555.6045

Official Authorized to Sign Forms: Dr. William Asley
Title: Superintendent
Email: gary@seekins.net

Post Update

Login/User Name
Pin/Password

Update Login\Password

MENU

Use the text boxes provided to add/edit contact information your site. POST UPDATE to save changes.

Here you are able to change the login/password for accessing the CTE application for your site. UPDATE LOGIN/PASSWORD to save any changes.

Annual Progress Report

The link “Annual Progress Report” will take you to the progress report for the year you have/are just completed. A list of activities will be under their program description. To view an activity, click the **Get Activity** button next to its description.



Maine Department of Education
Consolidated Application
Career and Technical Education
Program Year: 2012-2013
Fiscal Year: 2013



[Menu](#)

[LOG OUT](#)

Annual Progress Report

Administration Plan

Adm1675 - Administration Plan Question B Goal #1

[Get Activity](#)

Adm1674 - Administration Plan Question B Goal #1

[Get Activity](#)

Academic Attainment / Credential, Certificate or Degree

Aca1677 - Academic Integration Question D Goal #1

[Get Activity](#)

Cur1678 - Curriculum Development Part F

[Get Activity](#)

Aca1676 - Academic Integration Question D Goal #1

[Get Activity](#)

Cur1679 - Curriculum Development Part F

[Get Activity](#)

Placement

Col1720 - Collaboration Plan Question B Goal #1

[Get Activity](#)

Col1721 - Collaboration Plan Question B Goal #1

[Get Activity](#)

Pla1691 - Placement Question M Goal #1

[Get Activity](#)

Below is what all of your activities will look like for the entire annual progress report and the process to complete the annual progress report will be the same throughout.

Pine Valley Technology Center					Annual Project Report For FY2012				
Applicant:	Pine Valley Technology Center Technology Ave Pine Valley, ME 04556								
Budget Department:	Administration Plan								
Activity:	Adm1675 - Administration Plan Question B Goal #1								
Approved Budget:	\$3,230.00								
Start Date:	<input type="text"/>				<input type="text"/>				
Finish Date:	<input type="text"/>				<input type="text"/>				
Status:	<input checked="" type="radio"/> Completed <input type="radio"/> Cancelled								
Progress/Results:	<div></div>								
Impact/lessons learned:	<div></div>								

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Approved Budget	\$100	\$200	\$300	\$500	\$600	\$0	\$730	\$800	\$3,230
Actual Expenditures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Encumbered Obligations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Commitments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Uncommitted Balance	100	200	0	500	600	0	730	800	2930

[Post/Update](#)

1. Use these text boxes to type in the start date and finish date of the activity.
2. Click on the appropriate radio button to select whether the activity has been completed or cancelled.
3. Use the text boxes provided to type in the activity progress/results and impact/lessons learned.
4. This is the activity budget table where you will enter whole number amounts (NO DOLLAR SIGNS, NO COMMAS, NO DECIMAL POINTS) into the white text boxes for actual expenditures and encumbered obligations. The first white row of the table shows your approved budget amounts. Please note the gray areas of the table are used for calculations and the cells cannot be typed in. They will calculate after you click **Post/Update**.

Continue this process for all activities listed in your Annual Progress Report menu.

Perkins Obligations

If you have encumbered obligation amounts, a Perkins Obligations form will appear below your activity after you click the **Post/Update** button. You must provide an explanation for the encumbrance before you can submit the annual progress report. You will need to do this for every activity in your annual progress report that has an encumbered obligation amount.

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Approved Budget	\$100	\$200	\$300	\$500	\$600	\$0	\$730	\$800	\$3,230
Actual Expenditures	100	0	0	500	600	0	730	80	2010
Encumbered Obligations	0	200	300	0	0	0	0	0	500
Total Commitments	100	200	300	500	600	0	730	80	2510
Uncommitted Balance	0	0	0	0	0	0	0	720	720

Post/Update

Perkins Obligations

Encumbrances must be a contract, a formal and binding memorandum of agreement, or a purchase order. For detailed information, see the Encumbrance Guidance in the Reference Library.

The grantee must obligate or encumber all Perkins funds prior to June 30 of the current grant year. No extensions are allowable beyond that date. Encumbered funds must be liquidated within 3 months of the end of year. Encumbrances must be a contract, a formal and binding memorandum of agreement or a purchase order.

Title 34: Education Subtitle A: Office of the Secretary, Department of Education

STATE-ADMINISTERED PROGRAMS

Subpart G: What Are the Administrative Responsibilities of the State and Its Subgrantees: General Administrative Responsibilities

76.707 - When obligations are made.

The following table shows when a State or a subgrantee makes obligations for various kinds of property and services.

If the obligation is for?	The obligation is made?
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State	On the date on which the State or subgrantee makes a binding written or subgrantee commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A preagreement cost that was properly approved by the State under the cost principals identified in 34 CFR 74.171 and 80.22.	

Please explain the reason these funds are encumbered:

Post/Update

THE ANNUAL PROGRESS REPORT IS NOT READY FOR SUBMISSION.

[Return to Annual Progress Report Menu](#)

[Menu](#)

[LOG OUT](#)

Encumbered Obligations Report

Once the Annual Report has been submitted, the link to the Encumbered Obligations Report will be visible on your data entry menu. Clicking on this link will take you to the previous program year of the application you are working on. A list of activities with encumbered obligations will be under their program description. To view an activity, click the **Get Activity** button next to its description.



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Menu

LOG OUT

Encumbered Obligations Report

Administration Plan

Adm1675 - Administration Plan Question B Goal #1

Get Activity

Academic Attainment / Credential, Certificate or Degree

Cur1678 - Curriculum Development Part F

Get Activity

Placement

Col1721 - Collaboration Plan Question B Goal #1

Get Activity

Services for Special Populations

Preparation for Nontraditional Careers

Pre1700 - Preparation for Nontraditional Careers Question B Goal #1

Get Activity

Completion/Graduation/School Retention and Transfer

Oth1702 - Other Title I(C) Activities Part A Goal #1

Get Activity

Collaboration Plan

Evaluation

Skill Attainment

Technology Improvement

Professional Development Plan

Menu

LOG OUT

Below is what all of your activities will look like for the entire encumbered obligations report and the process to complete the encumbered obligations report will be the same throughout.

Pine Valley Technology Center
Encumbered Obligations Report For FY2012

Applicant: Pine Valley Technology Center
 Technology Ave
 Pine Valley, ME 04556

Budget Department: Administration Plan
 Activity: Adm1675 - Administration Plan Question B Goal #1
 Approved Budget: \$3,230.00

Start Date: 1

Finish Date: 2

Status: 2 ☒ Completed ☐ Cancelled

Results/Impact:

Lessons Learned:

Encumbered Obligations Report Comments:

3

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Encumbered From APR	\$0	\$200	\$300	\$0	\$0	\$0	\$0	\$0	\$500
Expenditures After APR	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Funds Not Expensed	<input type="text" value="0"/>	<input type="text" value="200"/>	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>

Post/Update

[Return to Encumbered Obligations Report Menu](#)

[Menu](#)
[LOG OUT](#)

1. Use these text boxes to type in the start date and finish date of the activity.
2. Click on the appropriate radio button to select whether the activity has been completed or cancelled.
3. Use the text boxes provided to type in encumbered obligations report comments .
4. This is the activity budget table where you will enter whole number amounts into the white text boxes for expenditures after the APR. The first white row of the table is what amounts were encumbered from the APR. Please note the gray areas of the table are totals from what is entered above and are not open to edit. These totals will calculate after you click **Post/Update**.

Continue this process for all activities listed on your Encumbered Obligations Report Menu.

CARL D. PERKINS GRANT

Site Profile

Use the text box provided to describe your organizational structure and complete your site profile. Click POST UPDATE to save changes before moving onto the next step.



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Career and Technical Education
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Pine Valley Technology Center Site Profile

SITE PROFILE: (20-A chapter 313)

In the text boxes provided below please describe your organizational structure. Include your:

- List of programs
- Affirmation of a consortium or cooperative agreement
- Date of first meeting of your schools advisory (centers) or cooperative (regions) board.

These boards are required to meet at least 6 times per calendar year according to 20-A, Chapter 313, sections 8404 and 8452. It is also required to review your live work and cooperative agreement annually. Please submit the minutes of your first meeting with the review and approval of your schools cooperative agreement and live work policy documented within the minutes. Please send to Jan Cowan, Maine Doe, State House Station #23, Augusta, Maine, 04333. This document is due by October 30 to continue to receive funding.

Post Update

Menu

Program Section Basics

For all program descriptions, excluding Articulation Agreements and Collaboration plan, the data entry process will be the same.



Maine Department of Education
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Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

In the text boxes provided below, please provide the following information:

The program description you are working on is shown at the top of the page and the section right below.

A. What strategies/activities will be used to ensure learning in the core academic areas? (Section 134-1A&B)

[1.S.1 Snapshot Data](#) [1.S.2 Snapshot Data](#)

Answer the program questions using the text boxes provided.
Text boxes will expand as you type.

B. What strategies will be used to encourage career and technical education students to enroll in and complete rigorous challenging core academic subjects?
[Objective 3.S.1 Snapshot Data](#)

C. What strategies/activities will be employed to ensure that students in career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as all other students? Are all CTE students offered fair opportunities to learn in the same challenging courses as other students.

D. What is your school doing to increase and improve literacy and numeracy in reading/language arts, math, science and technology? (Such as: mentor training, literacy and numeracy workshops, Promising Practices initiatives and Leadership training.)

Post Update

You must click POST UPDATE to save your answers before moving onto the next step.

(You **MUST** include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)

Academic Attainment Question D: Goals, Activities, and Activity Budgets		
Add a new goal:		
<div></div>		
<div>Post New</div>		
Select a Goal for working on activities and activity budgets:		
Goal #1	Academic Attainment Question D	<div>Select Goal</div>
<div>« Back Menu Budget Summary Next »</div>		

The navigation links are shown at the bottom of the page. Click on the desired link to move forward or backward through the application, return to the data entry menu, or jump to your budget summary

How to Create a Goal

(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)

Academic Attainment Question D: Goals, Activities, and Activity Budgets

Add a new goal:

[Post New](#)

Select a Goal for working on activities and activity budgets:


Goal #1	Academic Attainment Question D	Select Goal
---------	--------------------------------	-----------------------------


« Back Menu Budget Summary Next »

Please Note: Some questions, you must include a goal, even if no Perkins funds are used. For these questions, a message in blue text will appear above the goal, activity, and activity budget table shown here.

1. Using the text box provided type in your goal title or description.
2. You must click **Post New** to create your goal. Once you have done this, your goal will show up in a list below, as shown by #3. You may create multiple goals for each question if needed.
3. To view/edit a goal and its activity(s) and activity budget(s), click **Select Goal** next to the desired goal description.

You will then be brought to the following screen:

 **Maine Department of Education**
Consolidated Application
Career and Technical Education
Program Year: 2012-2013
Fiscal Year: 2013



Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

[Click to edit:](#) [Post Update](#) [Click to delete goal, activities and activity budgets:](#) [Delete](#)

Add a New Activity:

[Post New](#)

« Back To Academic Integration Menu Budget Summary Next »

This link will return you to your program question for the goal.

1. To edit your goal description, make the appropriate changes in the text box and click **Post/Update** to save your changes.
2. If you would like to delete the entire goal (including all activities and activity budgets), click **Delete**. A warning message will pop up; click OK to continue with the delete or **Cancel** if you do not want to delete your goal.

How to Create an Activity



Maine Department of Education
Consolidated Application
Career and Technical Education
Program Year: 2012-2013
Fiscal Year: 2013



Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

Click to edit: [Post Update](#) Click to delete goal, activities and activity budgets: [Delete](#)

Add a New Activity:

[Post New](#)

« Back To Academic Integration Menu Budget Summary Next »

1. To add an activity to your selected goal, use the text box provided to type in the activity title.
2. Click **Post New** to add your activity and view/edit the activity budget. (see image below)



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Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

Click to edit: [Post Update](#) Click to delete goal, activities and activity budgets: [Delete](#)

Edit Activity: Aca8

Aca8 - Academic Attainment Question D

(Please itemize equipment purchases. 6150 is for equipment \$1000 and over, but not at the unit's capitalization threshold. 7300 is for equipment over \$3000 per type.)

Budget: #1 (Enter whole numbers only; no dollar signs, no commas, no periods.)

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
100	0	0	0	0	0	0	0	100

Click to edit activity and it's budget: [Post Update](#) Click to delete activity and it's budget: [Delete](#)

Add a New Activity:

[Post New](#)

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After you add an activity, the activity budget will appear right below your activity description. Enter in the amount using only whole numbers without dollar signs, commas, and periods. Use the **POST UPDATE** below the activity budget box to save changes.

To add multiple activities to a single goal, you may use the bottom section highlighted in yellow “add a new activity.” Again, use the text box provided to type in your activity description and click **Post New**.



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Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

Click to edit: **Post Update**
Click to delete goal, activities and activity budgets: **Delete**

Edit Activity: Aca85

Aca8 - Academic Attainment Question D

(Please itemize equipment purchases. 6150 is for equipment \$1000 and over, but not at the unit's capitalization threshold. 7300 is for equipment over \$3000 per type.)
Budget: #1 (Enter whole numbers only; no dollar signs, no commas, no periods.)

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
100	0	0	0	0	0	0	0	100

Click to edit activity and it's budget: **Post Update**
Click to delete activity and it's budget: **Delete**

Edit Activity: Aca86

Academic Attainment Question D Activity 2

(Please itemize equipment purchases. 6150 is for equipment \$1000 and over, but not at the unit's capitalization threshold. 7300 is for equipment over \$3000 per type.)
Budget: #2 (Enter whole numbers only; no dollar signs, no commas, no periods.)

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
0	0	0	0	0	0	0	0	0

Click to edit activity and it's budget: **Post Update**
Click to delete activity and it's budget: **Delete**

+ Add a New Activity:

Post New

« Back To Academic Integration Menu Budget Summary Next »

Please Note: Each activity description will have its own **Post/Update** below the activity budget. You must **Post/Update** your work in order to save it. You may edit the activity by entering data below the “Edit Activity:” bar.

Equipment Purchases



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Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

Click to edit: [Post Update](#) Click to delete goal, activities and activity budgets: [Delete](#)

Edit Activity: Aca85

Aca8 - Academic Attainment Question D

(Please itemize equipment purchases. 6150 is for equipment \$1000 and over, but not at the unit's capitalization threshold. 7300 is for equipment over \$3000 per type.)
Budget: #1 (Enter whole numbers only; no dollar signs, no commas, no periods.)

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
0	0	0	0	0	900	0	0	900

Click to edit activity and it's budget: [Post Update](#) Click to delete activity and it's budget: [Delete](#)

[TO EQUIPMENT FORM](#)

Add a New Activity:

[Post New](#)

[« Back](#) [To Academic Integration](#) [Menu](#) [Budget Summary](#) [Next »](#)

After an amount is entered for 6150 (minor equipment) or 7300 (equipment) and has been added by clicking **Post/Update**, the link [TO EQUIPMENT FORM](#) will appear in yellow. You must complete this for every activity that has an equipment expenditure.

EQUIPMENT FORM

The Equipment form is where you will itemize and provide details for equipment purchases for each activity with an equipment expenditure. The section, goal and activity you are working on are shown at the top. Click on the link next to the word "Activity:" to take you back to the program section you are working on.



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Your login is: Joe Builderback Sr., Pine Valley Technology Center

Section: Academic Attainment / Credential, Certificate or Degree

Goal: Academic Attainment Question D

Activity: **Aca85 - Aca8 - Academic Attainment Question D** ← Use this link to return to the activity.

Program: 1

Details: 2

Budget:

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00

Equipment Purchases (135-4)

Facility Construction or Remodeling	Renovation of the school facility cannot be funded by the Perkins grant. However, equipment required to startup or upgrade CTE programs is allowable.								
Equipment	Equipment is defined as "an article of nonexpendable, tangible personal property having a useful life of more than one year". Equipment with a purchase price limitation of 1,000 or more must be accounted for and controlled in accordance with the provisions of OMB Circular A-87 and A-21. Minor equipment lists should be kept for equipment costing less than \$1,000 with a useful life equal to or longer than one year.								
Inventory and Labeling of Perkins Equipment	The local school district must inventory any equipment purchased with Perkins funds. (See Perkins IV CAREER AND TECHNICAL EDUCATION EQUIPMENT GUIDELINES on the online grant application and www.schoolswork.org . Equipment is defined above. In addition all equipment must be marked with a permanent marker indicating grant source, year of purchase, school name and program area.								
Equipment Shared with Disciplines other than CTE	The primary use of equipment purchased with Perkins funds should be utilized by CTE students who are enrolled in courses from one of the CTE program areas. When the needs of the CTE students are fully met the equipment can be used by non CTE students.								
Limitation for Certain Students	SEC 315. LIMITATION FOR CERTAIN STUDENTS "No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such student"								
Budget Code	Qty	Item description (make and model)	Manufacturer	Perkins funds used per Unit Price	Unit Price	Physical Location	Date purchased	Inventory/ Asset/ Serial number (Voluntary)	
There will always be three empty rows. Use these rows to add equipment descriptions. To delete a row, remove the item description and post update.									
3									

4 The total itemized for Minor Equipment 6150 is \$0.00 The amount budgeted is \$900.00. The difference is \$900.00

Post/Update

« To Equipment Menu

Menu

Budget Summary

1. Use the drop down menu to select your program for the purchase.
2. Use the text box provided to type in details of your purchase.
3. This is where you itemize your equipment purchases. There will always be **three empty rows** shown here. The budget code is a drop down list, either 6150 for minor equipment or 7300 for equipment - depending on your activity budget. The remaining columns are text boxes where you will either enter in text or whole numbers for your equipment descriptions. Click **Post/Update** to save your changes. After you post update, the added rows will appear above the yellow title bar and you will see the **three empty rows** below. To delete a row, remove the item description and click post update. **If the quantity purchased is more than one, enter the cost of only a single item for "Perkins funds used per unit price" and for "unit price".** The total will be auto calculated.
4. Shown in blue text your itemized amounts will be totaled, along with the total amount budgeted. If these numbers are off, you will see red text with the difference. You will need to balance these before you can submit the application.

Contracted Services

After an amount is entered for 3000 Contracts and has been added by clicking **Post/Update**, contracted service agreement will appear below the activity budget. You must select “yes” your district understands the contracted service regulations in order to expense contract funds. Selecting “no” will result in the amount expensed to contracts returning to zero. Click on the desired radio button and click **Post/Update**.



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ACADEMIC INTEGRATION

Edit Question D: Goal

Academic Attainment Question D

Click to edit: **Post Update** Click to delete goal, activities and activity budgets: **Delete**

Edit Activity: Aca85

Aca8 - Academic Attainment Question D

(Please itemize equipment purchases. 6150 is for equipment \$1000 and over, but not at the unit's capitalization threshold. 7300 is for equipment over \$3000 per type.)

Budget: #1 (Enter whole numbers only; no dollar signs, no commas, no periods.)

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
0	0	700	0	0	0	0	0	700

Click to edit activity and it's budget: **Post Update** Click to delete activity and it's budget: **Delete**

Contracted Services:

Your application contains funding for contracted services. To meet audit guidelines, the district must certify below that it will abide by all applicable state and federal regulations governing the procurement of contracted services, including the following:

- Prior to the contracted services being provided; the SAU will obtain a signed contract or Memorandum of Agreement with the vendor.
- The signed contract or MOA must adequately specify all deliverables, completion dates, and reporting requirements pertaining to the contracted services.
- A copy of the signed contract or MOA must be kept on file by the SAU and made available for review upon request.
- The SAU agrees to comply with all regulations pertaining to fair selection of vendors.
- The SAU agrees to obtain multiple (as necessary and appropriate) quotes pertaining to the provision of contracted services.
- The SAU agrees to comply with EDGAR Section 80.20, which details the basic requirements for financial Management systems.
- The SAU agrees to comply with EDGAR 80.36, which specifies procurement requirements, and specifically Section 80.36(i), which specifies contracts provision requirements for subgrants.

Link to review EDGAR: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=ee179df0d88e1f7cde6a13c33e5e388c&rgn=div5&view=text&node=34:1.1.1.1.26&idno=34>

Our district understands these regulations and does wish to use Contracted Services in this project.

☒ Yes ☐ No

Post/Update

Add a New Activity:


Post New

« Back To Academic Integration Menu Budget Summary Next »


Placement – Articulation Agreement Table

Step #1

In this table, click inside the desired check boxes to select CTE programs which are linked to a post secondary institution with an articulation agreement.



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Placement (5S1, 4P1)

SECONDARY/POSTSECONDARY ARTICULATION (Section 135-2)

Continuation of questions for Secondary/Postsecondary Articulation

In the table below, please list all programs in your school which are linked to a postsecondary institution with an articulation agreement. Please also indicate if the completion of this program leads to an industry recognized credential at the secondary or postsecondary level.

STEP #1: Check the CTE Programs which are linked to a Postsecondary Institution with an Articulation Agreement. (The appropriate Cluster Program is selected by default when the CTE Program is checked.)

Cluster Program	CTE Program
Agriculture Food and Natural Resources	<input checked="" type="checkbox"/> 01.0000 Agricultural/Agribusiness
	<input checked="" type="checkbox"/> 01.0205 Agriculture Mechanization, General
	<input checked="" type="checkbox"/> 01.0303 Aquaculture
	<input type="checkbox"/> 01.0304 Crop Production Operations and Management
	<input type="checkbox"/> 01.0601 Applied Horticulture/Horticulture Operations
	<input type="checkbox"/> 01.0601 Horticulture Operations and Management
	<input type="checkbox"/> 03.0201 Natural Resource Management
	<input type="checkbox"/> 03.0511 Forest Harvest and Product Technology
Architecture and Construction	<input checked="" type="checkbox"/> 15.1301 Architectural Drafting
	<input type="checkbox"/> 15.1301 Drafting, General
	<input type="checkbox"/> 15.1302 CAD/CADD Drafting and/or Design Technology/Technician
	<input type="checkbox"/> 15.1303 Mechanical Drafting
	<input type="checkbox"/> 46.0000 Construction Trades/General
	<input type="checkbox"/> 46.0101 Mason and Tile Setter
	<input type="checkbox"/> 46.0201 Carpentry
	<input type="checkbox"/> 46.0201 Carpentry/Carpenter
	<input type="checkbox"/> 46.0302 Electrician
	<input type="checkbox"/> 46.0302 Electrician/Electronics Repair, General
	<input type="checkbox"/> 46.0503 Plumbing and Pipefitting
	<input type="checkbox"/> 46.0504 Plumbing Technology/Plumber
	<input type="checkbox"/> 47.0604 Automotive Mechanic/Technician
	<input type="checkbox"/> 47.0616 Marine Maintenance/Fitter and Ship Repairer
	<input type="checkbox"/> 49.0202 Construction Equipment Operator
<input checked="" type="checkbox"/> 49.0205 Truck/Bus/Other Commercial Vehicle Driver	

Post Update

« Back Menu Next »

Click **Post/Update** to save changes before moving to the next step.

Step #2

The cluster and CTE program selections made in step #1 will be brought into the table shown below. For each CTE program mark the postsecondary institutions it's linked to, the type of linkage, if recognized credential at secondary level, and if the program qualifies as a program of study. If there is a credential granted, list it in the indicated text box.



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Placement (5S1, 4P1)

SECONDARY/POSTSECONDARY ARTICULATION (Section 135-2)
Continuation of questions for Secondary/Postsecondary Articulation

In the table below, please list all programs in your school which are linked to a postsecondary institution with an articulation agreement. Please also indicate if the completion of this program leads to an industry recognized credential at the secondary or postsecondary level.

STEP #2: COMPLETE THE TABLE:

Cluster Program/ CTE Program	Postsecondary Institution Linked to	Type Of Linkage	Industry recognized credential at secondary level?	List credential granted	Does this program qualify as a "program of study" as defined in the "program of study" section?
Agriculture Food and Natural Resources 01.0000 Agricultural/Agribusiness	<input checked="" type="checkbox"/> Central Maine Community College <input type="checkbox"/> Eastern Maine Community College <input type="checkbox"/> Kennebec Valley Community College <input type="checkbox"/> Northern Maine Community College <input type="checkbox"/> Southern Maine Community College <input type="checkbox"/> Washington County Community College <input type="checkbox"/> York County Community College <input type="checkbox"/> University of Maine at Fort Kent <input type="checkbox"/> Andover College <input type="checkbox"/> Beal College <input type="checkbox"/> Husson College <input type="checkbox"/> Rochester Institute of Technology <input type="checkbox"/> The New England Institute of Art <input type="checkbox"/> Other (Enter name in text box)	<input checked="" type="radio"/> Dual Credit <input type="radio"/> Escrow Credit <input type="radio"/> Dual and Escrow Credit <input type="radio"/> Enhanced Articulation <input type="radio"/> Alignment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Agricultural/Agribusiness	<input checked="" type="radio"/> Yes <input type="radio"/> No
Agriculture Food and Natural Resources 01.0205 Agriculture Mechanization, General	<input type="checkbox"/> Central Maine Community College <input type="checkbox"/> Eastern Maine Community College <input type="checkbox"/> Kennebec Valley Community College	<input type="radio"/> Dual Credit <input type="radio"/> Escrow Credit <input type="radio"/> Dual and Escrow Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No	Agriculture Mechanization, General	<input type="radio"/> Yes <input checked="" type="radio"/> No

Post Update

« Back Menu Next »

Click **Post/Update** to make your changes before moving on.

Collaboration Plan

In this program section, you will need to use a similar table as shown below table to select how stakeholders are involved or informed in this title. Select the methods for each stakeholder row by clicking inside the box. A blue check mark will indicate your selection. Answer the remaining questions on the page and click

Post/Update to save your changes.



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Collaboration Plan:(Maine State Performance Measure - Collaboration)

- C. Select how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study; (Section 134 (5) By selecting the methods and stakeholders below, you are verifying this center/region is able to produce the selected documentation. These documents may be requested by DOE.)

Stakeholders	Methods															
	Board / Region Meeting Logs	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities	Communities
Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CTE Instructors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Academic Teachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Career Guidance Councilors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Service Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Academic Counselors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Representatives of Tech Consortia (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PAC Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business and Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Representatives of the Entities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT PURCHASES(135-4)

From the data entry menu, click the link that reads "Equipment Purchases"

Question A

Question B

Question C

Question D

Question E

Question F

M. Accountability

III. Budget Summary (Activity Budgets must equal the Allocation)

IV. **Equipment Purchases (135-4) (Activities who's expenditures include 6150 Minor Equipment or 7300 Equipment)**

V. Workforce Education Annual Status Checklist

VI. Center/Region Advisory Meeting Report (AMR) Menu

REPORT FORMATTED FOR PRINTING

Project/Budget Adjustment Report

Summary of Adjusted Budgets

This will take you to the full equipment purchase list. There you will be able to view a full list of all activities by name whose budget includes an equipment purchase as shown on the picture below.



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[MENU](#) [LOG OUT](#)

Your login is: Joe Builderback Sr., Pine Valley Technology Center

Equipment: Activities who's expenditures include 6150 Minor Equipment or 7300 Equipment

Administration Plan

Academic Attainment / Credential, Certificate or Degree

[Aca85 Aca8 - Academic Attainment Question D](#)

Placement

[Pla13 Pla13 - Placement Question E Goal #1](#)

[Pla16 Pla16 - Placement Question K Goal #1](#)

[Pla18 Pla18 - Placement Question I Goal #2](#)

Services for Special Populations

Preparation for Nontraditional Careers

Completion/Graduation/School Retention and Transfer

Collaboration Plan

Evaluation

Skill Attainment

Technology Improvement

Professional Development Plan

Activities with equipment expenditures will be listed under the program description. Click on the desired activity link to view/edit the equipment form.

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Budget Summary

The budget summary shows all activity budgets by program description. The totals for all of these are shown in the section below [Local Application Budget: Budget Summary](#). You will not be able to make changes here. If you need to edit amounts, you will have to go back into the activity and make the changes there. Your activity budgets must meet the allocation in order to submit your application. Not also, that the total from the budget summary must be equal to the amount of your allocation.

46 - Technology Improvement Question D Goal #1	100	100	100	100	100	100	100	100	800
Tec43 - Technology Improvement Question A Goal #1	100	100	100	100	100	100	100	100	800
Total	400	400	400	400	400	400	400	400	3200

Technology Improvement's activity budgets comprise 2.1% of the allocation.

Local Application Budget: Professional Development Plan

Activity	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Pro49 - Professional Development Plans Question C	100	100	100	100	100	100	100	100	800
Pro48 - Professional Development Plans Question B	100	100	100	100	100	100	100	100	800
Pro54 - Professional Development Plans Question F	114000	0	0	0	0	0	0	0	114000
Pro47 - Professional Development Plans Question A	100	100	100	100	100	100	100	100	800
Pro50 - Professional Development Plans Question C	100	100	100	100	100	100	100	100	800
Pro51 - Professional Development Plans Question D	100	100	100	100	100	100	100	100	800
Pro52 - Professional Development Plans Question E	100	100	100	100	100	100	100	100	800
Pro53 - Professional Development Plans Question F	100	100	100	100	100	100	100	100	800
Total	114700	700	700	700	700	700	700	700	119800

Professional Development Plan's activity budgets comprise 79.7% of the allocation.

Local Application Budget: Budget Summary

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
118300	4300	4300	4300	4300	5200	4300	4300	149300

THE PERKINS GRANT APPLICATION IS NOT READY FOR SUBMISSION. THE AMOUNT OF THE GRANT NOT YET ALLOCATED TO ACTIVITY BUDGETS IS \$700

« Back Menu Next »

This total must equal your grant allocation. If these amounts do not balance, a red error message appears with the amount it is off by.

Workforce Education Annual Status Checklist

You must select either Yes or No on all items displayed on this checklist. Be sure to click the **Post Update** button before leaving the screen.



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Career and Technical Education
ANNUAL STATUS CHECKLIST

Person Completing Form: Joe Builderback Sr. Phone: 207.555.6001 ext 5
CTE Center: Pine Valley Technology Center, Technology Ave, Pine Valley, ME 04556
Mailing Address: Technology Ave, Pine Valley, ME 04556
Name of director for the current school year: Joe Builderback Sr.

Comprehensive Education Plan

1. The school has been included in the completed School Unit Comprehensive Education Plan that reflects current educational research and practices that relate to student achievement of the content standards of the system of Learning Results focused on the learning of all ☒ Yes ☐ No
72. The school has a climate that promotes individual self-esteem, high expectations for achievement, acceptance of differences between people including issues of race, sex and disability, and a positive attitude toward learning. [34 CFR, Part 100, Title VI] ☒ Yes ☐ No
73. Each school administrative unit shall develop an affirmative action plan in accordance with Title 5, chapter 65 (Code of Fair Practices and Affirmative Action) as part of the school approval process and update this plan annually as necessary. [20-A MRSA § 4502.4-A. Affirmative action plan.] ☒ Yes ☐ No

CERTIFICATE

I hereby certify that the information reported herein is correct, and that I am authorized to represent the school submitting this report in partial fulfillment of the basic school approval process.

00/00/0000

Date

NOT CERTIFIED BY ELECTRONIC SIGNATURE

Superintendent

Post Update

[VOC MENU](#)

[LOG OUT](#)

Center/Region Advisory Meeting Report (AMR) Menu

From the main menu, click on the link that reads [Center/Region Advisory Meeting Report \(AMR\) Menu](#). That will take you to the screen shown below, showing a list of advisory meeting reports previously submitted and giving you the option of creating a new report.



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TO MENU		LOG OUT			
Center/Region Advisory Meeting Report (AMR) Menu					
Report	Submitted	Date	Approved	Date	By
AMP 03.05.2011	Y	2012-03-13	N	0000-00-00	
CREATE A NEW REPORT					

Click on **CREATE A NEW REPORT**. This will take you to the screen shown below.

TO AMR MENU		TO MENU		SUBMISSION / PRINT FORMATTED COPY		LOG OUT	
Center/Region Advisory Meeting Report (AMR)							
CTE Center:		Pine Valley Technology Center					
Meeting Date:		<div>▼ / ▼ / ▼</div>					
Committee Members							
#	Title	First name	Last name	Classification	Present/Absent		
1	Mr	Joe	Jones	Teacher			
2	Dr	Jane	Abott	School Board member			
3	Mrs	Alice	Brown	Postsecondary			
4							
5							
6							
7							
<i>To delete an individual from this report, change their last name to "delete" and click the Post Update button. There will always be 4 empty rows.</i>							
Live Work Policy							
Was the "Live Work Policy" reviewed and approved? If LWP is altered or revised, please describe changes in the textbox and send approved, fully signed hard copy to the Maine Department of Education c/o Jan Cowan.				<input type="radio"/> Yes, Confirmed <input type="radio"/> Yes, Altered <input type="radio"/> No			
Voted "Yes"				<div></div>			
Voted "No"				<div></div>			
Abstained				<div></div>			
Cooperative Agreement Policy							
Was the "Cooperative Agreement Policy" reviewed and approved? If CAP is altered or revised, please describe changes in the textbox and send approved, fully signed hard copy to the Maine Department of Education c/o Jan Cowan.				<input type="radio"/> Yes, Confirmed <input type="radio"/> Yes, Altered <input type="radio"/> No			
Voted "Yes"				<div></div>			
Voted "No"				<div></div>			
Abstained				<div></div>			
Director's Report							
Please cut and paste meeting minutes in the following text box							
<div></div>							
<div>Post Update</div>							

Complete each of the sections highlighted

Project/Budget Adjustment Report



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Menu		LOG OUT														
MENU FOR ADJUSTING PROJECTS AND CREATING NEW "ADJUSTMENT" PROJECTS																
1	CREATE A NEW PROJECT (Click the link below to create a new project for the Project Adjustment Report) Create a New Project for the Project Adjustment Report															
2	PROJECTS WHICH HAVE BEEN ADJUSTED <table border="1"> <thead> <tr> <th>Amount</th> <th>Adjustments Approved</th> </tr> </thead> <tbody> <tr> <td colspan="2">(Click the links in this section to access projects which have been adjusted.)</td> </tr> <tr> <td colspan="2">#1 #2 #3</td> </tr> <tr> <td colspan="2">Administration Plan</td> </tr> <tr> <td>D ASSDA SS A - Adjustment #1</td> <td>\$100 Y [N/A N/A]</td> </tr> <tr> <td>sdfAsSas - Adjustment #1</td> <td>\$700 Y [N/A N/A]</td> </tr> <tr> <td>bababa bab baababaab qsdffqsdg das - Adjustment #1</td> <td>\$800 Y [N/A N/A]</td> </tr> </tbody> </table>		Amount	Adjustments Approved	(Click the links in this section to access projects which have been adjusted.)		#1 #2 #3		Administration Plan		D ASSDA SS A - Adjustment #1	\$100 Y [N/A N/A]	sdfAsSas - Adjustment #1	\$700 Y [N/A N/A]	bababa bab baababaab qsdffqsdg das - Adjustment #1	\$800 Y [N/A N/A]
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3	PROJECTS WHICH HAVE NOT BEEN ADJUSTED (Click a link in this section to select a project for adjustment.) <table border="1"> <tbody> <tr> <td>Administration Plan</td> </tr> <tr> <td>Adm7 - Administration Plan Question B</td> </tr> <tr> <td>Academic Attainment / Credential, Certificate or Degree</td> </tr> <tr> <td>Aca8 - Academic Attainment Question D</td> </tr> <tr> <td>Aca10 - Academic Attainment Question F</td> </tr> <tr> <td>Aca11- Academic Attainment Question F</td> </tr> <tr> <td>Aca12- Academic Attainment Question F</td> </tr> <tr> <td>Placement</td> </tr> <tr> <td>Pla13 - Placement Question E Goal #1</td> </tr> </tbody> </table>		Administration Plan	Adm7 - Administration Plan Question B	Academic Attainment / Credential, Certificate or Degree	Aca8 - Academic Attainment Question D	Aca10 - Academic Attainment Question F	Aca11- Academic Attainment Question F	Aca12- Academic Attainment Question F	Placement	Pla13 - Placement Question E Goal #1					
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Professional Development Plan <table border="1"> <tbody> <tr><td>Pro49 - Professional Development Plans Question C Goal #1</td></tr> <tr><td>Pro48 - Professional Development Plans Question B Goal #1</td></tr> <tr><td>Pro54 - Professional Development Plans Question F Goal #2</td></tr> <tr><td>Pro47 - Professional Development Plans Question A Goal #1</td></tr> <tr><td>Pro50 - Professional Development Plans Question C Goal #1</td></tr> <tr><td>Pro51 - Professional Development Plans Question D Goal #1</td></tr> <tr><td>Pro52 - Professional Development Plans Question E Goal #1</td></tr> <tr><td>Pro53 - Professional Development Plans Question F Goal #1</td></tr> </tbody> </table>			Pro49 - Professional Development Plans Question C Goal #1	Pro48 - Professional Development Plans Question B Goal #1	Pro54 - Professional Development Plans Question F Goal #2	Pro47 - Professional Development Plans Question A Goal #1	Pro50 - Professional Development Plans Question C Goal #1	Pro51 - Professional Development Plans Question D Goal #1	Pro52 - Professional Development Plans Question E Goal #1	Pro53 - Professional Development Plans Question F Goal #1						
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You will not be able to submit the adjusted activities if the amended budgets are not equal to the allocation. Please check the Summary of Adjusted Budgets																
Menu		Help LOG OUT														

1. This section is used to create a new project for the project adjustment report. See the section of this manual "create a new project for the adjustment report" for further instruction.
2. This section of the menu lists projects which have been adjusted under its program section. You can view how many adjustments that project has had, the amount of the adjustment, and which adjustments have been approved. To access the adjusted project, click on the link of the project name.
3. This section lists all projects that have not been adjusted. You may click on the project name links to view select a project for adjustment.

Create a New Project for the Adjustment Report

Pine Valley Technology Center	Project Adjustment Report For 2013
---	--

Creating a New Project for the Budget/Adjustment Report

1. Select the Program Description:

Post/Update

[Return to Project Adjustment Report Menu](#)

[Menu](#) [Help](#) [LOG OUT](#)

After click POST UPDATE, the section to select the goal for the adjusted activity will appear.

You can either choose one of your existing goals for the program OR create a new goal. Click into the appropriate radio button to make your selection, followed by **POST UPDATE**.

Pine Valley Technology Center	Project Adjustment Report For 2013
---	--

Creating a New Project for the Budget/Adjustment Report

1. Select the Program Description:

Administration Plan

2. **SELECT ONE OF YOUR GOALS FOR THIS PROGRAM:**

☐ Administration Plan Question B

☐ Administration Plan Question B

☐ this is the new goal

OR CREATE A NEW GOAL:

☐ Setup a New Goal

(If setting up a new goal, check the radio button and type goal in textbox)

Post/Update

[Return to Project Adjustment Report Menu](#)

[Menu](#) [Help](#) [LOG OUT](#)

Pine Valley Technology Center				Project Adjustment Report For 2013					
Applicant:	Pine Valley Technology Center								
	Pine Valley, ME 04556								
Project Officer:	Joe Builderback Sr. gseekins@usaed.net								
Date:	04/11/12								
Budget Department:	Administration Plan								
Goal:	this is the new goal								
Amount:	\$0.00								
<u>Original Approved Activity:</u> This activity is new. It was not a part of the original application. It was created for the purpose of adjusting the projects and project budgets.									
<u>Proposed New Activity:</u> Instructions: In the text box below, describe the proposed new activity. If you are creating a new project with a budget, be sure to amend an existing project and make an equivalent budget reduction with an explanation for both the reduction and reference to the new activity utilizing these funds.									
<div>1</div>									
<u>Proposed Changes:</u> Instructions: Please be sure to include budget changes in your narrative here so we can follow the flow of funds. Explain why you are decreasing or increasing funds (and by how much) and what activity the funds coming from. Remember you need to do an adjustment for each activity you change.									
<div>2</div>									
Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
3 New Project Budget	0	0	0	0	0	0	0	0	0
Amended Budget	0	0	0	0	0	0	0	0	0
<div>Post/Update</div>									
Return to Project Adjustment Report Menu									
Menu			Help			LOG OUT			

Summary of Adjusted Budgets

Submission Menu

Once you have gone through your entire application and your budget is balanced you will need to submit it through the submission menu. To access the Submission Menu from the data entry Page, click on "TO APPLICATION SUBMISSION" in the blue menu bar at the top of the screen. You will then see a list of links for both your annual progress report and each section of your application. To the right of the link are radio buttons that indicate the status of each section, these automatically update as you go through the submission process.



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TO DATA ENTRY TO PREVIOUS APPLICATIONS TO REFERENCE LIBRARY LOG OUT	
SUBMISSION MENU for Joe Builderback Sr., Pine Valley Technology Center	
To mark each section of the grant complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the grant can be submitted.	
FY2012 Annual Progress Report and Consolidated Financial Yearend Report	<input checked="" type="radio"/> Open <input type="radio"/> Completed 04/02/2012 <input type="radio"/> Approved
FY2012 Annual Progress Report Cover-page	<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/30/2012 <input type="radio"/> Approved
<hr/>	
I. Cover Sheet and Signature Page	<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/30/2012 <input type="radio"/> Approved
II. Description of Programs	
The program descriptions cannot be submitted until the budget is balanced	
III. Budget	<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
IV. Assurances and Certifications	<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
V. Workforce Education Annual Status Checklist	<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
Report Formated For Printing	

Please note: The description of programs will not appear until the activity budgets equal your allocation. If you see this message (shown highlighted in yellow above) you will need to return to data entry, adjust the budget activities, and reopen the budget summary before you are able to view or submit these sections.

Marking a Section Complete

For all sections of the application, the process will be the same. To view a section, click on the desired sections link.



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II. Description of Programs			
A. Site Profile			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
B. Administration Plan			<input checked="" type="radio"/> Open <input type="radio"/> Completed 04/06/2012 <input type="radio"/> Approved
C. Academic Attainment / Credential, Certificate or Degree			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
D. Placement			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
E. Services for Special Populations			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
F. Preparation for Nontraditional Careers			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
G. Completion/Graduation/School Retention and Transfer			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
H. Collaboration Plan			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
I. Evaluation Plan			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
J. Skill Attainment			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
K. Technology Improvement			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
L. Professional Development Plans			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
M. Accountability			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
N. Equipment Purchases (135-4)			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/12/2012 <input type="radio"/> Approved
III. Budget			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
IV. Assurances and Certifications			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
V. Workforce Education Annual Status Checklist			<input checked="" type="radio"/> Open <input type="radio"/> Completed 03/09/2012 <input type="radio"/> Approved
Report Formatted For Printing			

It will bring up the information entered from data entry as a non editable full form. Go through and check to make sure you are satisfied with the contents before marking it complete.

Please Note: Once a section has been marked complete, it is no longer assessable through data entry. If you do see something you'd like to change, return to data entry and make them there.

If everything is complete, at the bottom of each page there is text box for entering in your application pin. If there are errors in the application, you will see a red message instead saying that it is not yet ready for submission. To fix the indicated error, return to data entry and POST UPDATE any changes.

Enter in your application pin in the provided text box provided and click “Mark Complete.” After doing so, the page will refresh and the “Enter Application PIN” section will disappear.

Enter Application PIN:

Mark Complete

[PRINT FORM](#) [MENU](#) [NEXT »](#)

This pin is the same password you used to login to the application.

Use the next and back links to navigate through the application, or click MENU to return to your submission menu.

Go through and repeat this process for the remaining sections of the application.



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Report Formated For Printing		

After you mark the last section complete, you will be brought to the following screen and next step of submission.



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Superintendent Electronic Signature Submission

This screen will then come up and an automatic email will be sent out containing instructions with an electronic signature. If for some reason the email is not received, clicking "resend electronic signature email" will have it sent again.

The application will be locked at this step until the superintendant agrees to the statements and conditions shown by clicking in the checkbox and typing in the electronic signature. Clicking "Submit Application for Review" will finalize submission of your application to the department of education.

After this is complete, you will be taken back to the submission menu. The superintendent's job of signing the application is complete and may log off by clicking "LOG OUT" in the blue menu bar at

TO DATA ENTRY	TO PREVIOUS APPLICATIONS	TO REFERENCE LIBRARY	LOG OUT
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SUBMISSION MENU for Joe Builderback Sr., Pine Valley Technology Center

To mark each section of the grant complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the grant can be submitted.

The electronic signature to be used to certify the Vocational and Technical Education Application has been sent to [] at the following email address: [] Please confirm that [] received the email with the electronic signature.

APPLICATION SUBMISSION
THIS APPLICATION IS LOCKED AT THIS STEP UNTIL SUBMITTED BY ELECTRONIC SIGNATURE

SUPERINTENDENT'S/REGIONAL DIRECTOR'S SIGNATURE PAGE FOR SCHOOL YEAR 2012-2013

The required sections of this Vocational and Technical Education Application have been completed and are ready for the superintendent's electronic signature. That signature will automatically submit Application to the Department of Education for review.

GENERAL ASSURANCE

I hereby certify that, to the best of my knowledge, the information contained in this grant request is correct; and that the school board or cooperative board has authorized me, as its representative, to provide this general assurance.

I assure the Maine Department of Education that the Grantee will comply with all assurances and certifications listed in this Grant Request, Grant Request Guidance sections and applicable state and federal laws including all applicable Education Department General Administrative Regulations (EDGAR) and Codes of Federal Regulations (CFR) including 34 CFR parts 74, 75, 76, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, 99 and 2CFR Part 176 and OMB Circulars A-21, A-87, A-122 and A-133.

I also certify that the grant funds will be expended as stated in the goals and activities of this grant request and no changes to the goals, activities or budget set forth in this grant document will be made until MDOE approval is granted.

I also certify that the Grantee has complied with certification or sub-grantee debarment, suspension and other responsible matters. (Forms available on State of Maine Consolidated Grant Request website, www.4pcmaine.org.)

The authorized official may give permission for his/her Designee to request and submit a Vendor Reimbursement Request but this does not remove the responsibility of the authorized official. If this is an option you would like to utilize please go to www.4pcmaine.org and click on the Federal Grant Reimbursement link to set up permission. Only the authorized official may log in and give permission for a designee.

Grantee must still comply with all state and federal audit requirements. Authorization by Department of Education Grant Manager on invoice does not indicate that these requirements have been met. The Vendor Reimbursement Request is based upon an expenditure list and the supporting documentation for all the allowable costs, and is on file with a copy of the Vendor Reimbursement Request at the Grantee or school.

☐ By using my PIN to electronically submit this document (electronic signature) I agree to all statements above and conditions listed in the grant approval letter.

Superintendent: Enter the electronic signature that was emailed to you into the box below, then click the button that reads Submit Vocational and Technical Education Application for Review.

Note: Once you submit your signature you will be taken to the submission menu. However, your job of signing off on the document will be complete and you may Log Off by clicking on the Log Out link in the upper right hand corner of the menu.

Enter Electronic Signature: []

Submit Application for Review

Request a new copy of the e-mail with the electronic signature be sent to the individual who certifies this application.

Resend Electronic Signature E-mail